

EVAAS Fall Roster Verification & School Admin Preview Week

SAS® EVAAS® for K-12



THE
POWER
TO KNOW®

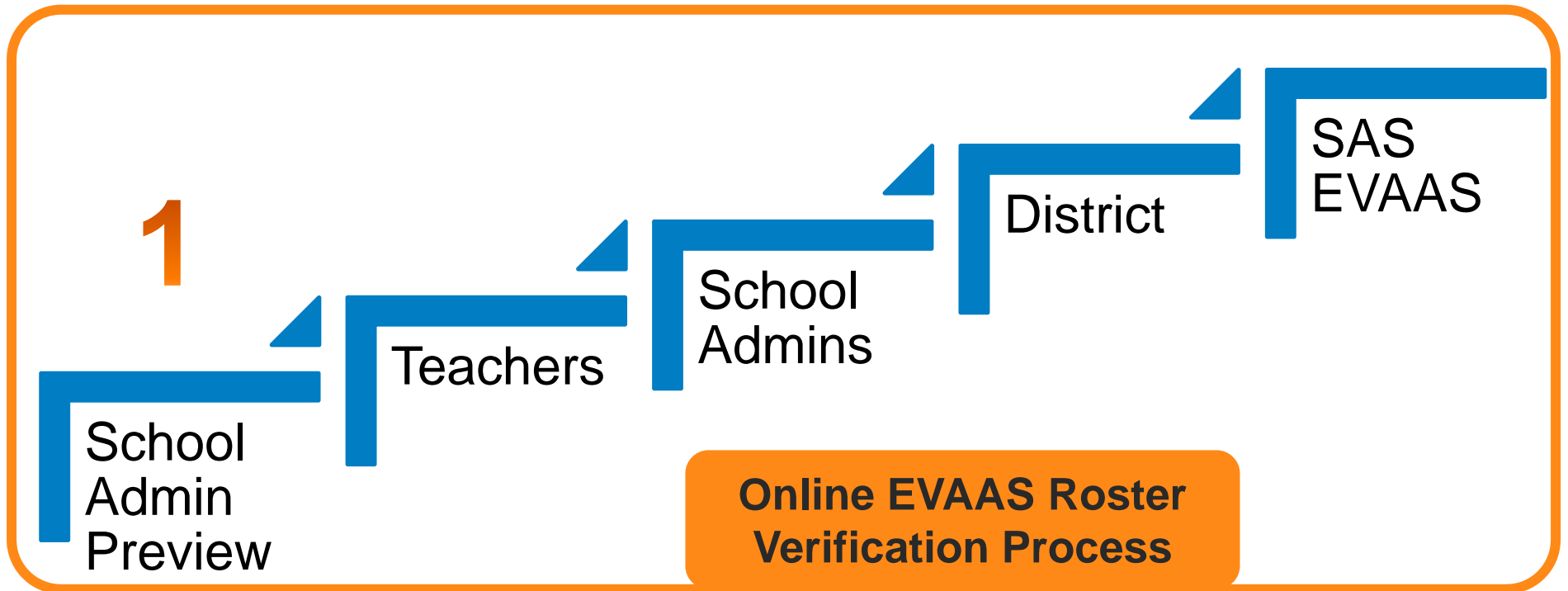
Why are we doing Roster Verification?

Teachers must be able to verify their rosters since those rosters are going to be used for evaluative purposes.

**Rosters initially
come from
PowerSchool**



What and Who are Involved?



When is EVAAS Roster Verification?

- **January 20 – January 26: School Admin Preview Week**

Schedule for LEAs

Teachers: January 27 – February 16

School Admin: February 17 – March 2

District: March 3 – March 16

Hard Deadlines

Suggestions...

- Start early in the window rather than waiting until the end of the window to begin.
- **Get Support: ISS Data Wiki for Principals**
<http://issdata4prin.wikispaces.com>

When logged in:

- Quick Start Guides
- Help link
- Recorded Demo
- Contact Us link

School Admin Preview: Verify Teacher List

January 20 - January 26 (12:00 midnight) Preview Window

Purpose of School Admin Preview Week

1. To verify that the correct teachers are on your school list. *(Add and Remove teachers)*
2. To verify that each teacher has the correct subject rosters under his/her name. *(Add and Remove rosters)*

Which Teachers are Included?
EOC, CTE, NC Final Exams

Where is EVAAS Roster Verification?

- Secure online login
<https://ncdpi.sas.com>





Reports

Custom Reports

- Student Search
- Custom Student Reports
- Student Pattern Report

Sample Group Reports

- Value Added
- Diagnostic
- Perf Diagnostic

Summary Reports

- Value Added
- Diagnostic
- Perf Diagnostic

School Reports

- Value Added
- Diagnostic
- Perf Diagnostic

Future Performance

- Sample Group Future Performance
- School Future Performance
- Accelerate I Students
- Accelerate II Students
- Advance Students

Teacher Reports

- [School Roster Verification](#)



School Admin Preview Week

Report: **School Roster Verification Summary** Submission Deadline: **Feb 28, 2014**

? Teachers: [Quick Start Guide](#) | [Recorded Demo](#)
Campus Administrators: [Quick Start Guide](#) | [Recorded Demo](#)
District Administrators: [Quick Start Guide](#)

This
Week:
Only Use This

Review and verify teachers' rosters. Once all your school's rosters are correct, submit them. If you need help, refer to the support materials highlighted above, or click [Help](#).

[Submit All Rosters](#)

Ready for Review

Click a teacher's name to view, edit, return, or verify that teacher's rosters. To add and remove rosters for teachers, click [Manage List](#) under the Teacher List section on the right side of this page. If you make any changes to a roster, you must return that teacher's rosters to the teacher for reverification.

No rosters at your school have this status.

Verified

To edit a verified roster, click the teacher's name and select [Edit Rosters](#).

No rosters at your school have this status.

Not Ready for Review

To edit a teacher's rosters before the teacher submission deadline, click the teacher's name and select [Move Up to School](#).

- ▶ CANTU, RENE
- ▶ COX, ERICA
- ▶ GREENSAGE, SHARON
- ▶ HORTON, PAULA
- ▶ JONES, JACKIE
- ▶ LAWSHA, JOAN
- ▶ SMITH, JENNIFER
- ▶ TRIER, JILL

Teacher List

8 Teachers

[Manage List](#)

Overclaimed Students

Underclaimed Students

Why would School Admins add a Teacher?

Teachers of record (TORs) and **Contributing Professionals** (CPs) will participate in the Roster Verification process if they serve as **Teacher of Record**, a **Co-teacher**, or have any direct **instructional responsibility** for a student in classes where EOCs, CTE assessments, and/or NC Final Exams are administered.

For teachers that left during the Semester:

If the Teacher who left your school IS available

to do his/her rosters (ie. they moved to a different school in the same district, or moved to a different school outside the district but can still be contacted to do their own rosters):

The School Admin will add this teacher to Roster Verification, with the teacher's new email address (if available), so he/she can access the account and participate in Roster Verification.

■ For teachers that left during the Semester:

If the teacher who left your school IS NOT available to do his/her rosters (ie. they moved out of the district and are unreachable)

The School Admin will add this teacher to Roster Verification, and enter the School Admin's **own email address** on the account.

The School Admin will then need to take control of that teacher's rosters and handle the rosters him/herself.

Managing the Teacher List



Teachers: [Quick Start Guide](#) | [Recorded Demo](#)

School Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

District Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

To add and remove teachers, use the buttons on the toolbar. To add and remove rosters associated with a teacher, click the teacher's name and then choose Manage Teacher's Rosters.

	Add Teacher	Remove Teacher
▶ CANTU, RENE		
▶ COX, ERICA		
▶ GREENSAGE, SHARON		
▶ HORTON, PAULA		
▶ JONES, JACKIE		
▶ LAWSHAEE, JOAN		
▶ SMITH, JENNIFER		
▶ TRIER, JILL		

ONLY teachers connected to tested courses, subjects and students in PowerSchool will be included in this list.

Managing the Teacher List



Reports

Add Teacher

Use this window to add a teacher to your school's Roster Verification Teacher List.

To start, enter the teacher's Unique Identification Number and click Submit

UID:

Submit



The system is looking to see if this teacher (you just searched for based on the NC UID) is listed as a teacher of record in PowerSchool.

Managing the Teacher List

Teacher Three



Assign Access

- ☒ School reports for Sample Middle School
- ☐ Student reports for Sample Middle School
- ☐ Assign Custom Student Reports

Place a check mark in the box:

“School reports for Your School Name”

Available Schools

[Add all schools](#)

One Tree Elementary School
Two Trees Middle School
Fuzzy Wuzzy Middle School
Fuzzy Wuzzy Elementary School
Three Hearts High School
Back Door Elementary School
Front Door Elementary School
Side Lane High School
Two Doors to Learning School

Assigned Access

Leave this section “as is” unless you need to add additional school access to this teacher’s account

Previous

Cancel

Next

Managing the Teacher List

➔ The teacher is not on your Teacher List and you **cannot** find them when searching with the teacher's UID.

Add Teacher

Use this window to add a teacher to your school's Roster Verification Teacher List.

To search on a different UID, enter a new UID and click Submit

UID:

Message: (UID: 145879456 not found in NC Wise roster verification data.)

* Verify that you entered the NC UID correctly.

* If the NC UID is not in EVAAS, [create a new EVAAS account](#) for the teacher.



Managing the Teacher List

Create a New User



Basic Information

Title:

First Name:

Last Name:

Email:

NC UID: 145879456

School Teacher Summary ☐



DO NOT put a check mark in this box.

 Previous

 Cancel

 Next 

Managing the Teacher List

Teacher Three

X

New User Confirmation

Name: Teacher Three

Email: teacher.three@sampleschool.com

NC UID: 145879456

Access: School reports only for

Send email to user: ☒ *the email will contain the user's account information*

 Previous

 Cancel

Create User 



Managing the Teacher List

The system WILL return a teacher in the search for two reasons:

1. You missed seeing their name on the original teacher list. (no option to add)
2. The teacher taught at a different school during this school year. (option to add)

Add Teacher

Use this window to add a teacher to your school's Roster Verification Teacher List.

To search on a different UID, enter a new UID and click Submit

UID: 154879560

Submit

Teachers whose NC UID match the NC UID that you entered are listed in the Search Results. Click "Add" to add a teacher to your school's Roster Verification Teacher List.

If the teacher you are looking for is not listed below, and you verified that you entered the correct NC UID, click [Contact Us](#) and request assistance with adding the teacher.

Search Results			
	Name	NC UID	School
ADD	KNOTTS, DON	154879560	Sample Middle School



Managing the Teacher List: *Removing*

Report: Teacher List

Year: 2012



Teachers: [Quick Start Guide](#) | [Recorded Demo](#)

School Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

District Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

To add and remove teachers, use the buttons on the toolbar. To add and remove rosters associated with a teacher, click the teacher's name and then choose Manage Teacher's Rosters.

		OK	Cancel
		Teacher	
<input type="checkbox"/>	Teacher One		
<input type="checkbox"/>	Teacher Two		
<input checked="" type="checkbox"/>	Teacher Three		
<input type="checkbox"/>	Teacher Four		
<input type="checkbox"/>	Teacher Five		

Place a check mark in the box for the teacher that needs to be removed

Removed Teachers	
Teacher	Comment
Teacher Three	Removed by bell, sa on 04/03/2013 at 09:29:42 AM EDT (Restore)

Teacher list is Now CORRECT

Task 1:
Manage List



Task 2:
Manage Rosters



Managing Teacher Rosters



NOTE:

School Admins are adding rosters by subject **NOT** by class period.

Example: A teacher who teaches 4 periods of Biology will have only **ONE Roster** for Biology, NOT 4 separate rosters.

All students, in all 4 periods, for this teacher will be listed under this one roster.

Managing the Teacher List: Rosters

To add and remove teachers, use the buttons on the toolbar. To add and remove rosters associated with a teacher, click the teacher's name and then choose M

		Add Teacher	Remove Teacher
▶	CANTU, RENE		
▶	COX, ERICA		
▶	GREENSAGE, SHARON		
▶	HORTON, PAULA		
▶	JONES, JACKIE		
▶	ANGELL, ELAINE		
▶	LAWSHAE, JOAN		
▶	SMALL, SARA		
▶	SMITH, JENNIFER		
▶	THOMAS, JOHN		
▶	TRIER, JILL		
Removed Teachers			
Teacher		Comment	
ROBINSON, DERRON		(Restore)	
SMITH, SAM		Removed by SA.HearneJHS on 3/25/13 2:57 PM (Restore)	

Managing Teacher Rosters

Add TeacherRemove Teacher

▼ ANGELL, ELAINE

Status: Submitted to School

Rosters

Biology, Fall

Current Rosters

Manage Teacher's Rosters

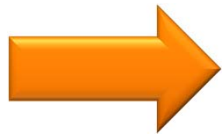
▶ BINGHAM, SAMANTHA

▶ COKER, LAURA

▶ DAVIS, MATTHEW

▶ DOE, JOHN

Managing Teacher Rosters



Report: Roster Verification Summary **Submission Deadline:** Mar 29, 2014
Teacher: ANGELL, ELAINE



Teachers: [Quick Start Guide](#) | [Recorded Demo](#)
Campus Administrators: [Quick Start Guide](#) | [Recorded Demo](#)
District Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

This teacher's rosters have been submitted for your review. If you add, remove, or edit a roster, you must send all the teacher's rosters back to the teacher for reverification.

		Add Roster	Remove Roster
Status: Submitted for Review			
Rosters	Your Most Recent Action		
	Viewed on 04/03/2013 at 10:49:06 AM EDT		

Managing Teacher Rosters

Report: Roster Verification Summary Submission Deadline: Mar 29, 2014
Teacher: ANGELL, ELAINE

Teachers: [Quick Start Guide](#) | [Recorded Demo](#)

Remove Roster

Test/Subject --- Select One ---

--- Select One ---

Biology, Fall

Remove

Rosters Your Most Recent Action

Click “Remove”

Managing Teacher Rosters



Report: Roster Verification Summary
Teacher: ANGELL, ELAINE

Submission Deadline: Mar 29, 2014



Teachers: [Quick Start Guide](#) | [Recorded Demo](#)
Campus Administrators: [Quick Start Guide](#) | [Recorded Demo](#)
District Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

This teacher's rosters have been submitted for your review. If you add, remove, or edit a roster, you must send all the teacher's rosters back to the teacher for reverification.

<div><div>Add Roster</div><div>Remove Roster</div></div>	
Rosters	Your Most Recent Action
Biology, Fall	Viewed on 04/03/2013 at 10:49:06 AM EDT

Managing Teacher Rosters

Teacher: ANGELL, ELAINE

Teachers: [Quick Start Guide](#) | [Recorded Demo](#)

Add Roster

Test/Subject

[Cancel](#) [Add](#)

Rosters have been su

end all the t

Rosters

Mathematics

bra I, Spring

1 EDT

Click **"Add"**

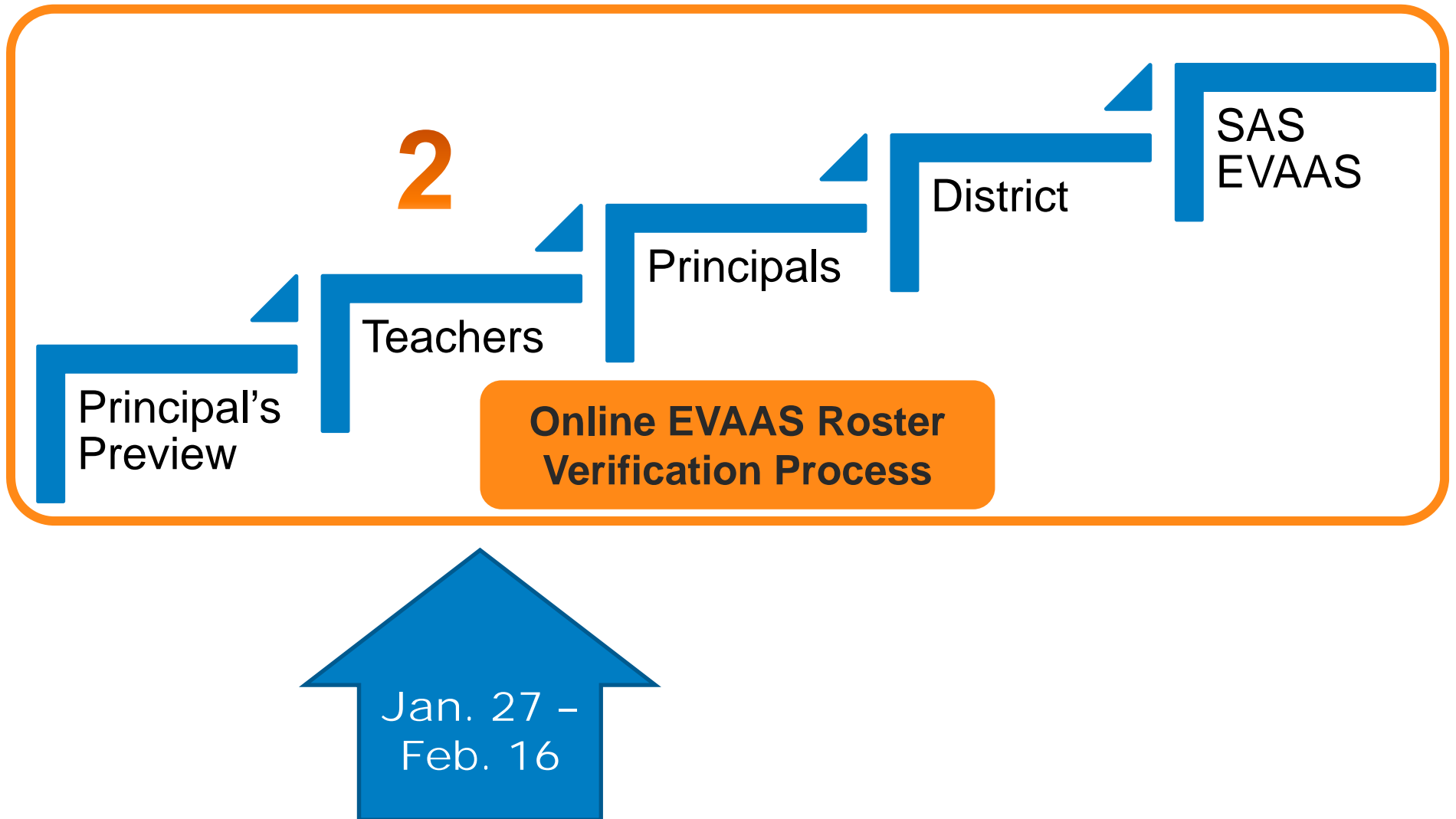
Teacher Rosters are Now CORRECT



School Admin Preview:

- Access your School Admin Account
- Manage the **Teacher List** by **adding** and **removing** teachers
- Manage **Teacher Rosters** by **adding** and **removing** rosters
- That's it...

What and Who are Involved?



Instructional Availability

Tools: ADD STUDENTS		
	Student	Instructional Availability ?
1	ALMOSAWI, AMANDA	75 %
2	BAYMNAN, BRANDON	100 %
3	BEARD, ARIEL	100 %
4	BEARD, JOSHUA	100 %
5	BRADLEY, MARY	100 %
6	BREWER, HAYLEY	100 %
7	BURNETT, RASHAYLA	100 %
8	BURRELL, DENNIS	100 %
9	CHATMAN, AUSTIN	100 %
10	COCA, JOEY	100 %
11	COFFMAN, JACOB	100 %

IS NOT...

- ☐ Synonymous with Average Daily Membership.
- ☐ Has nothing to do with student attendance.

NOTE:

- ☐ ADM policy rules are applied to the data **after** the school year is over

- ☐ 70 days = full academic semester

IS...

- ☐ Refers to the percentage of time the teacher was available to teach the student.

- ☐ Default is 100%

Instructional Responsibility:

Your % of Instruction:

- Of the time that the teacher was available for instruction,
 - How much of this student's instructional responsibility belongs with the teacher?
 - How much instructional responsibility belongs with another teacher?

[Reports](#)
[Tests/Subjects](#)
[Grades](#)
[Print](#)
[Help](#)

Report: **Student-Teacher Linkage**
Year: **2013**

Teacher Name: **MATTHEW JOHNSON**
Status: **Teacher In Progress**
Submission Deadline:

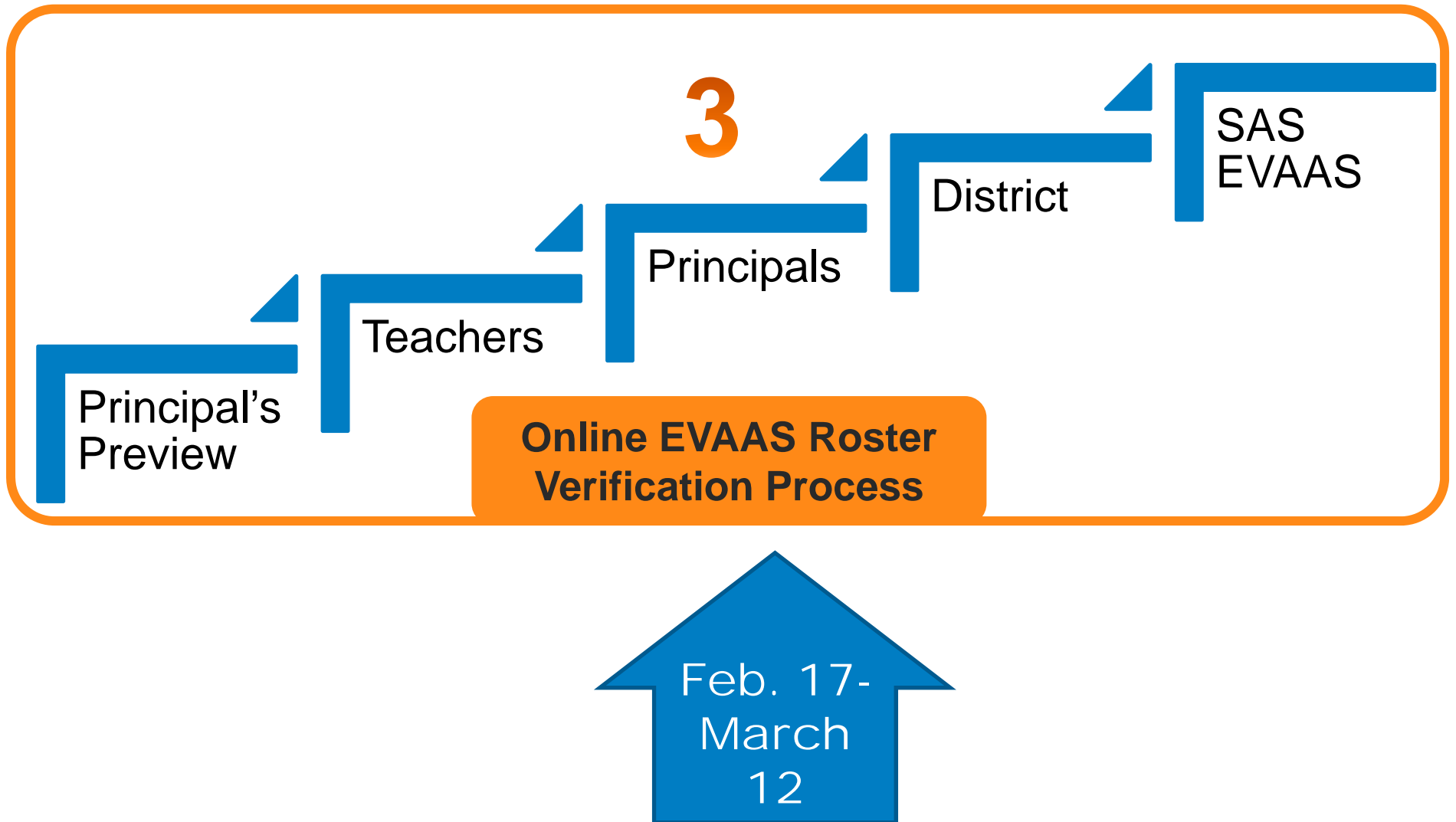
Test:
Subject:
Grade:

Click a roster to open it, verify your students, and claim instructional responsibility. Once all your rosters are correct, submit them. If you need help, refer to the support materials highlighted above, or click Help.

[Cancel Changes](#)
[Save Changes](#)

Tools: ADD STUDENTS REMOVE STUDENTS					
	Student	Instructional Responsibility			Edits
		Instructional Availability ?	Your % of Instruction ?	Total ?	
1	ALMOSAWI, AMANDA	75 %	50 %	37.50%	
2	BAYMANN, BRANDON	100 %	100 %	100.00%	
3	BEARD, ARIEL	100 %	100 %	100.00%	
4	BEARD, JOSHUA	100 %	100 %	100.00%	
5	BRADLEY, MARY	100 %	100 %	100.00%	
6	BREWER, HAYLEY	100 %	100 %	100.00%	
7	BURNETT, RASHAYLA	100 %	100 %	125.00%	
8	BURRELL, DENNIS	100 %	100 %	100.00%	
9	CHATMAN, AUSTIN	100 %	100 %	100.00%	
10	COCA, JOEY	100 %	100 %	100.00%	
11	COFFMAN, JACOB	100 %	100 %	100.00%	
12	COLEMAN, JOHNATH	100 %	100 %	100.00%	

What and Who are Involved?





SCHOOL ADMIN (Principal): Navigate to & Review Rosters

<https://ncdpi.sas.com>

Report: **Teacher Linkage School Admin** Final Submissions:

? Teachers: [Quick Start Guide](#) | [Recorded Demo](#)
School Admins: [Quick Start Guide](#) | [Recorded Demo](#)

All reports must be approved before they can be submitted. Reports will be submitted to the District all at once.

Submit Report to District Admin

Ready for Review

<input type="checkbox"/>	DOE, JOHN
<input type="checkbox"/>	SMITH, JANE
<input type="checkbox"/>	HOLT, JENNIFER
<input type="checkbox"/>	JONES, LINDA
<input type="checkbox"/>	JACKSON, JACK
<input type="checkbox"/>	GUTHRIE, JOE
<input type="checkbox"/>	JOHNSON, SALLY
<input type="checkbox"/>	SMITH, SETH

Approved

<input type="checkbox"/>	DOE, JOHN
<input type="checkbox"/>	SMITH, JANE
<input type="checkbox"/>	HOLT, JENNIFER
<input type="checkbox"/>	JONES, LINDA
<input type="checkbox"/>	JACKSON, JACK
<input type="checkbox"/>	GUTHRIE, JOE
<input type="checkbox"/>	JOHNSON, SALLY
<input type="checkbox"/>	SMITH, SETH

In Progress with Teacher

<input type="checkbox"/>	DOE, JOHN
<input type="checkbox"/>	SMITH, JANE
<input type="checkbox"/>	HOLT, JENNIFER
<input type="checkbox"/>	JONES, LINDA
<input type="checkbox"/>	JACKSON, JACK
<input type="checkbox"/>	GUTHRIE, JOE
<input type="checkbox"/>	JOHNSON, SALLY
<input type="checkbox"/>	SMITH, SETH

All reports must be approved before they can be submitted. Reports will be submitted to the District all at once.

Submit Report to District Admin

Teacher List	
23 Teachers	manage list

Overclaimed Students (4)	
ALBRIGHT, ERIC	view details
ANYANWU, TIARA	view details
BARNETT, JOSEPH	view details
BROWN, CAMERON	view details

Underclaimed Students (0)

Ready for Review

Click a teacher's name to view, edit, return, or verify that teacher's rosters. To add and remove rosters for teachers, click Manage List under the Teacher List section on the right side of this page. If you make any changes to a roster, you must return that teacher's rosters to the teacher for reverification.

Ready for Review

DOE, JOHN

Test/Subject	History
Biology 1A	<i>viewed on 02/24/2012 at 01:07:00 PM EST</i>
Biology 1B	<i>viewed on 02/24/2012 at 01:07:00 PM EST</i>
Biology 2A	<i>saved on 02/24/2012 at 01:07:00 PM EST</i>
Biology 2B	
Physical Science	
View All	<i>viewed on 02/24/2012 at 01:07:00 PM EST</i>
Deleted Rosters	
	<i>viewed on 02/24/2012 at 01:07:00 PM EST</i>

[^ Send Back To Teacher](#) [↪ Approve Report](#)

SMITH, JANE

HOLT, JENNIFER

Teacher List
23 Teachers [manage list](#)

Overclaimed Students (4)
ALBRIGHT, ERIC [view details](#)
ANYANWU, TIARA [view details](#)
BARNETT, JOSEPH [view details](#)
BROWN, CAMERON [view details](#)

Underclaimed Students (0)

Note the '**viewed** on' and 'saved' on timestamp. In the example above, the teacher did not take time to review the student rosters.

Students that the teacher has deleted will appear in the table but separated at the bottom.



Only when ALL
Teachers
are Approved

Reports

Print

Report: Teacher Linkage School Admin Final Submissions:

Teachers: Quick Start Guide | Recorded Demo

School Admin: Quick Start Guide | Recorded Demo

All reports must be approved before they can be submitted. Reports will be submitted to the District all at once.

Submit to District Admin

Ready for Review

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

DOE, JOHN

SMITH, JANE

HOLT, JENNIFER

JONES, LINDA

JACKSON, JACK

GUTHRIE, JOE

JOHNSON, SALLY

SMITH, SETH

Approved

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

DOE, JOHN

SMITH, JANE

HOLT, JENNIFER

JONES, LINDA

JACKSON, JACK

GUTHRIE, JOE

JOHNSON, SALLY

SMITH, SETH

In Progress with Teacher

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

DOE, JOHN

SMITH, JANE

HOLT, JENNIFER

JONES, LINDA

JACKSON, JACK

GUTHRIE, JOE

JOHNSON, SALLY

SMITH, SETH

Teacher List

23 Teachersmanage list

Overclaimed Students (4)

ALBRIGHT, ERICview details

ANYANWU, TIARAview details

BARNETT, JOSEPHview details

BROWN, CAMERONview details

Underclaimed Students (8)

All reports must be approved before they can be submitted. Reports will be submitted to the District all at once.

Submit Report to District Admin

EVAAS Spring Roster Verification & School Admin Preview Week TBA

SAS® EVAAS® for K-12



THE
POWER
TO KNOW®